

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3450.7E CHG 1

June 18, 1993

SUBJ: INCENTIVE AWARDS PROGRAM

1. PURPOSE. This change transmits Chapter 9, TIME OFF FROM DUTY AS AN INCENTIVE AWARD, to Order 3450.7E, Incentive Awards Program.

2. EXPLANATION OF CHANGE. This change implements the TIME OFF AWARD as part of the FAA Incentive Awards Program. On March 8, 1993, the Acting Administrator signed Order 3550.15, Federal Employees Pay Comparability Act (FEPCA). Order 3550.15 established policy and procedures implementing time off from duty as an Incentive Award.

3. DISPOSITION OF TRANSMITTAL. This transmittal sheet shall be retained until it is superseded by a new change, a revision of the basic directive, or canceled by a new directive.

PAGE CONTROL CHART			
Remove Pages	Dated	Insert Pages	Dated
NONE		111 thru 114 (thru 120)	6/18/93
		APPENDIX 13 1 (and 2)	6/18/93



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CHAPTER 9. TIME OFF FROM DUTY AS AN INCENTIVE AWARD

100. GENERAL. Order 3550.15, Federal Employee Pay Comparability Act (FEPCA), dated March 8, 1993, provides authority to managers and supervisors to grant employees time off from duty without loss of pay or charge to leave, as an award in recognition of superior accomplishment or other personal effort that contributes to the quality, efficiency, or economy of governmental operations.

101. AWARD DESCRIPTION. A time off award is an excused absence granted to an employee without charge to leave or loss of pay. These awards may be granted for superior accomplishments and special acts or services in the public interest that are connected with or related to official employment. Time off awards are intended to increase employee productivity and creativity by rewarding their contributions to the quality, efficiency, or economy of departmental operations.

a. Contributions that may be recognized with a time off award are:

(1) Making a high quality contribution involving a difficult or important project or assignment.

(2) Displaying special initiative and skills in completing an assignment or project before the deadline.

(3) Using initiative and creativity in making improvements in a product, activity, program, or service.

(4) Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

b. When rating and ranking an employee for promotion, due weight shall be given to approved time off awards.

c. Time off awards may be used in combination with cash and/or honorary awards.

102. ELIGIBILITY. Individual employees may receive time off awards for contributions that have not been recognized or considered for performance related awards under PMS, PMRS, or SES performance appraisal systems. These awards may be granted to employees who occupy:

- a. A position under the GS, including a position covered by the PMRS.
- b. A senior level position.
- c. A position in the SES.
- d. An Executive Branch position filled by Presidential appointment.
- e. A position within the Federal Wage System (FWS).
- f. A position the pay of which is set administratively (AD).

103. DOCUMENTATION.

a. A time off award must be recommended and justified in writing. The written determination must:

- (1) State the name and position of the employee.
- (2) Describe how the employee met the required criteria described in paragraph 101a.
- (3) Justify and state the number of hours of time off granted by describing the benefits realized by the Department from the employee's contribution.
- (4) Indicate whether the employee previously received a time off award during the same leave year and, if so, how many hours were granted.

b. A copy of the written justification should be retained by the approving official and the original document and a completed Standard Form 52 (SF-52) should be forwarded to the appropriate Human Resource Management Division. The amount of time granted shall be documented on a Standard Form 50 (SF-50) to be retained in the employee's Official Personnel Folder.

c. Immediate supervisors may approve time off awards for periods UP TO ONE WORK DAY. A level of management higher than the recommending official must approve awards for MORE THAN ONE WORK DAY.

104. SCHEDULING AND USE OF TIME OFF AWARDS.

a. The total amount of time off as an incentive award that an employee may be granted during any one leave year is 80 hours. In the case of a part-time employee or an employee with an uncommon tour of duty, the average number of hours of work in the employee's bi-weekly scheduled tour of duty is the maximum amount that may be granted as a time off award during the leave year. For example, an employee with a part-time tour of 32 hours a week may receive 64 hours in a leave year.

b. A minimum of 4 hours to a maximum of 40 hours per contribution shall be granted as a time off incentive award. A part-time employee shall be granted a maximum of no greater than one-half the total hours allowed during a given leave year. For example, an employee with a part-time tour of 32 hours per week may receive a TOTAL of 64 hours in a leave year but may receive only up to 32 hours per single contribution.

c. Time off shall be granted in whole hour increments.

d. Time off shall be used in whole hour increments.

e. A time off award does not convert to cash under any circumstances.

f. When physical incapacitation for duty occurs during the time off award period, sick leave may be granted for the period of incapacitation.

g. The award is documented on the Time and Attendance Report (DOT F 2740.2) under time not worked by code 22.

h. Time off granted must be used within 1 year after the award is granted.

i. Time off award hours do not transfer outside the Department of Transportation.

j. Time off award balance hours are transferable between modal administrations within the Department of Transportation. However, these hours must still be used within 1 year from the date the award is granted.

105. TIME OFF AWARDS AND ANNUAL LEAVE. Time off awards and annual leave are distinct in the way they are earned and administered. Time off earned as an award may be carried over from one leave year to another provided it is taken within 1 year after the award is granted. Time off as an award has no effect on the annual leave carryover limitation.

106. PLACING A VALUE ON TIME OFF AWARDS. Although time-off awards do not involve an additional cash disbursement by the agency, time-off awards have a value to the organization in production time lost. Consequently, in granting and determining the length of time-off awards, the agency should consider the benefits realized by the Government from an employee's contribution. The amount of time off should be proportionate to the value of the contribution being recognized. A suggested table for determining time-off awards for a single contribution is contained in Appendix 13.

107.- 109. RESERVED.

Appendix 13. SUGGESTED TABLE FOR DETERMINING TIME OFF AWARDSValue to OrganizationNumber of Hours**Moderate:**

1 to 10

(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.

(2) Beneficial change or modification of operating principles or procedures.

Substantial:

11 to 20

(1) An important contribution to the value of a product, activity, program, or service to the public.

(2) Significant change or modification of operating principles or procedures.

High:

21 to 30

(1) A highly significant contribution to the value of a product, activity, program, or service to the public.

(2) Complete revision of operating principles or procedures, with considerable impact.

Exceptional:

31 to 40

(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.

(2) Initiation of a new principle or major procedure, with significant impact.

